
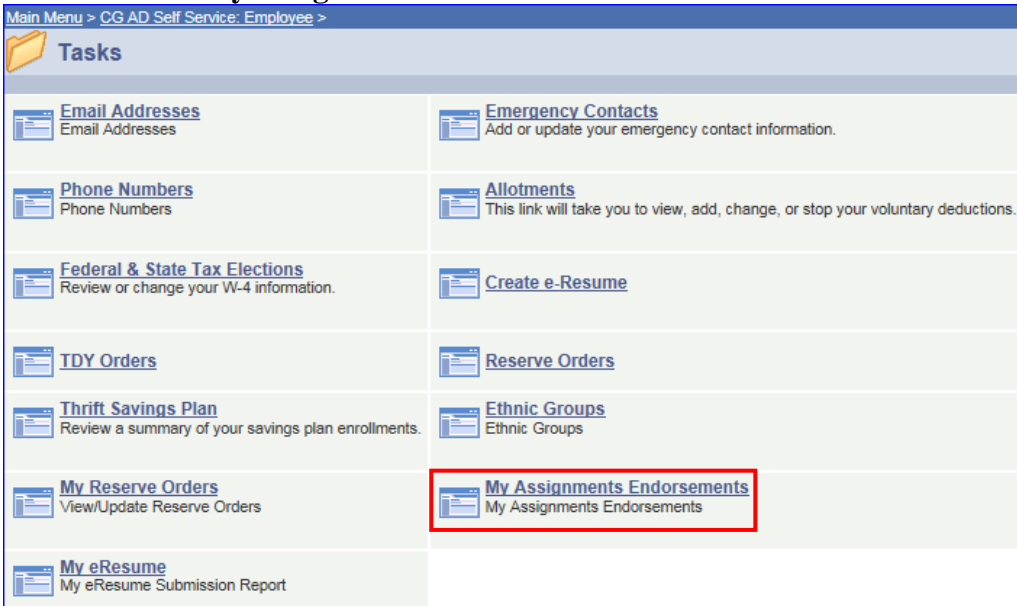


Self Service – My Assignments Endorsements

Introduction This guide provides the procedures for how to view a member's Assignments Endorsements.

Procedures See below.

Step	Action
1	<p>Select the 11more... link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with three columns: Profile, Tasks, and View. Under the 'Tasks' column, the '11 More...' link is highlighted with a red rectangular box. Other links in the 'Tasks' column include PCS eResumes, Email Addresses, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, and Create e-Resume. The 'View' column contains links like My Profile, My Reserve Points Statement, View Paycheck, Test Results, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, Employee Review Summary, and 8 More...</p>
2	<p>Now select the My Assignments Endorsements link.</p>  <p>The screenshot shows the 'Main Menu > CG AD Self Service: Employee >' breadcrumb. Below it is a 'Tasks' section with a grid of links. The 'My Assignments Endorsements' link is highlighted with a red rectangular box. Other links in the grid include Email Addresses, Emergency Contacts, Phone Numbers, Allotments, Federal & State Tax Elections, Create e-Resume, TDY Orders, Reserve Orders, Thrift Savings Plan, Ethnic Groups, My Reserve Orders, and My eResume. The 'My Assignments Endorsements' link has the text 'My Assignments Endorsements' below it.</p>

Continued on next page

Self Service – My Assignments Endorsements My Assignments Endorsements, Continued

Procedures,
continued

Step	Action
3	Change the Submission Status to All to see all submitted endorsements. Narrow down the search by including Submission From/To Dates . Then click Populate Grid .

My Assignments Endorsements

Peggy Bundy

1. 'Endorsements I Submitted' allows member to bring up only their Endorsements.
2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.
3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.
4. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.

☒ Endorsements I Submitted
☐ Endorsements Requested From Me

*Submission Status: All

Submission From Date:

Submission To Date:

Populate Grid Refresh

Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail

Save

4	The list of submitted endorsements and their status will display. Click on the View Endorsement link to view each endorsement.
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Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail
10/07/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	No	Pending
10/08/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	2222222	Steve Rhoades	No	Pending
10/09/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	2222222	Steve Rhoades	No	Not Active
10/10/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	Yes	View Endorsement
11/05/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	Yes	View Endorsement